

Applying for a Disclosure

Information for Applicants

You have been offered the post of

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At

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[name and address of church]

You are now required to apply for a Standard/Enhanced * Disclosure from the Criminal Records Bureau.
(* delete as appropriate)

All applications for a Disclosure at Standard or Enhanced Level have to be countersigned by an organisation registered with the Criminal Records Bureau. The Baptist Union is co-operating with other denominations and has established the Churches' Agency for Safeguarding to handle applications on behalf of Baptist Churches.

Please follow these instructions carefully. They will help your application for a Disclosure to be processed efficiently.

1. Your church will supply you with a CRB application form.

Please read carefully the guidance notes issued by the CRB. (If your church has not supplied you with a copy the notes can be found on the CRB website, www.disclosure.gov.uk.)

2. Please complete the form carefully following all of the instructions.

You only need to complete Sections A, B, C, D and H. You do not need to complete Sections E and F. DO NOT COMPLETE SECTIONS X OR Y.

You will prevent delays in the application process if you avoid some of the following common mistakes in completing the form.

- Always use a **black** pen
- Always write your answers in the boxes on the form - not on other parts of the paper

(continued on following page)

(form 13 continued)

- If you make a mistake **NEVER** use Tippex. You should put a single line through mistake and write the correct information as near to the box as possible.

P	S	M	I	T	H
P	J	O	N	E	S

- Ensure there are no gaps in numbers. For example, the telephone number 01235 517700 should be written as:

0	1	2	3	5	5	1	7	7	0	0
---	---	---	---	---	---	---	---	---	---	---

Not as:

0	1	2	3	5		5	1	7	7	0	0
---	---	---	---	---	--	---	---	---	---	---	---

Nor:

0	1	2	3	5	-	5	1	7	7	0	0
---	---	---	---	---	---	---	---	---	---	---	---

- Leave gaps between words in the address, e.g.

A	C	A	C	I	A		A	V	E	N	U	E
---	---	---	---	---	---	--	---	---	---	---	---	---

- The name used on the form should be written exactly as shown on your birth certificate (except if it has been changed by marriage or by deed poll). If the form has been partially completed by the CRB please add all middle names.
- The place of birth must be written as shown on the Birth Certificate
- Ensure that the 'position applied for' is accurate - (simply stating 'Volunteer' is not sufficient)

3. When the form has been signed you should take it to

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(normally either the Minister or Church Secretary) together with proofs of identity as outlined in the CRB guidance booklet. This person will complete Section X on the CRB form, the Documentary Evidence Form and will also ask you to sign the Churches' Agency for Safeguarding Form.

4. DO NOT COMPLETE SECTION Y - this will be completed by the Churches' Agency for Safeguarding.

(form 13 continued)

5. The application form will then be sent to the Churches' Agency for Safeguarding who will countersign the form and forward it to the CRB.
6. You will receive in the post a copy of the Disclosure from the CRB. You do not need to show this to anyone in the church. The church will hear from the Churches' Agency for Safeguarding whether the information on the Disclosure shows that you are not unsuitable to work with children.
7. Please check the information on the Disclosure carefully. If there are any errors on the Disclosure please contact the Criminal Records Bureau immediately. Information on how to do this is included in the CRB guidance booklet. Please also contact the Churches' Agency for Safeguarding (tel. 020 7467 5216) so that their assessment is not based on false information.
8. The CRB will also send a copy of the Disclosure to the Churches' Agency for Safeguarding. If there is nothing on the Disclosure to give cause for concern, the Churches' Agency for Safeguarding will write to your church to say that on the basis of the information contained on the Disclosure that you are not unsuitable to work with children and young people. You will then be able to take up your post.
9. If there are any issues of concern raised by the information on the Disclosure, the Churches' Agency for Safeguarding will pass the Disclosure to a nominated person at the Baptist Union who will convene an Advisory Panel. The Advisory Panel (who all have expertise in this field) will conduct a risk assessment. On the basis of the risk assessment they will make a decision as to whether it is appropriate that you take up the post in question. They will inform both you and the church of their decision. The information contained on the Disclosure will not be passed on to the church.
10. If you wish to appeal against the decision of the panel, please write to the CRB Co-ordinator in the Ministry Department, Baptist House, PO Box 44, 129 Broadway, Didcot, Oxfordshire OX11 8RT, who will inform you of the appeal process.